



TOWN COMMISSION MEETING MINUTES

December 13, 2022 at 6:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER- Mayor Pennant

PLEDGE OF ALLEGIANCE- Mayor Pennant

INVOCATION- Mayor Pennant

RECOGNITION OF SERGEANT AT ARMS- Sargent Anderson

ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS- Mayor Pennant

ROLL CALL- Jenn Garcia

Town Commissioners Present:

Commissioner Glenn

Commissioner Goddard

Commissioner Richardson

Vice Mayor Quarles

Mayor Pennant

Town Commissioners Absent:

None

Town Staff Members Present:

Jenn Garcia, Assistant Town Manager/Town Clerk

Seth Claytor, Assistant Town Attorney

John Vice, Public Works Director

Eneida Padilla Nieves, Interim Finance Director

Trevor Douthat, Utilities Supervisor

Melissa Glogowski, Executive Administrative Assistant

Tracy Mercer, Special Projects

MAYOR PENNANT OPENED THE FLOOR FOR DELEGATION QUESTIONS AND COMMENTS

David Carlson, 125 Lake Dell Drive, Dundee, expressed concerns for the condition of Lake Dell.

Stella Johnson, 82 Juniper, Dundee, expressed concerns for the condition of Lake Dell. She submitted a petition to the Commission requesting assistance in resolving the condition of Lake Dell.

APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR DECEMBER 13, 2022

A. Minutes

- Town Commission Meeting Minutes for August 23, 2022
- Town Commission Meeting Minutes for September 13, 2022
- Town Commission Meeting Minutes for September 27, 2022

MOTION TO APPROVE the consent agenda with changes for the meeting of December 13, 2022, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

APPROVAL OF AGENDA FOR DECEMBER 13, 2022

Town Manager Davis reported the following changes to the agenda:

- Item 1, Resolution 22-51, Woodland Ranch Estates CSP has been removed from the agenda.

MOTION TO APPROVE the regular meeting agenda with changes for the meeting of December 13, 2022, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

NEW BUSINESS

- 1. ITEM REMOVED, Resolution 22-51, Woodland Ranch Estates CSP**
- 2. Discussion & Action, RFP 22-06 Portable Event Stage Trailer**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the Town Manager to release RFP 22-06, made by Commissioner Glenn. Seconded by Commissioner Goddard. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

- 3. Discussion & Action, Lake Marie Playground Fence Replacement**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the Lake Marie Playground fence replacement purchase from Walker Fence Co. at the quoted amount of \$6,892.16 and other incidental costs that may occur, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

4. Discussion & Action, Winter Haven Economic Development Council Membership

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Jill Kitto, 150 Kitto Lane, Dundee, spoke in favor of joining the Winter Haven Economic Development Council as a member and stated that she believes that Town will greatly benefit from this membership. She further stated that there are numerous people willing to partner with the Town to potentially contribute towards the \$20,000 investment for the program.

Stella Johnson, 82 Juniper, Dundee, clarified that this is an annual investment and will be reevaluated annually.

Dolores Washington, 344 Stecatto Lane, Dundee, questioned the responsible parties of these types of functions and if the \$20,000 for this membership should be in house.

Commissioner Glenn inquired of the checks and balances to ensure that the Town is benefitting from the investment.

Commissioner Goddard and Vice Mayor Richardson suggested a quarterly report on the membership and investment.

Seeing no further public come forth, the floor was closed.

MOTION TO APPROVE membership with the Winter Haven Economic Development Council at \$20,000, made by Commissioner Quarles. Seconded by Commissioner Goddard. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

5. Discussion & Action, MLK Parade Road Closure

Town Manager Davis gave the analysis of two proposed routes. Town Staff is recommending the second route commencing at Town Hall down Main Street and ending at Henderson Park.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO APPROVE the temporary road closure of Main Street, 3rd Street, Center Street, Dundee Road, 1st Street, Shepherd Road, and MLK Avenue for the 2023 MLK Parade on, made by Commissioner Goddard. Seconded by Commissioner Quarles. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

6. Discussion, Town Wide Fire Inspections

Town Manager Davis gave the analysis.

Fire Chief Carbone addressed the Commission explaining the approach the Fire Department uses in the fire inspections. All businesses will be inspected annually beginning December 1, 2022.

7. Discussion, Car Wash Related to Winn Dixie Turn In

Assistant Town Attorney Claytor gave the analysis. The property owner of the car wash facility has requested that he be released from any and all liability in order for the granting of the requested easement for the turn in. Attorney Claytor further advised against assuming all risks and/or liability. He explained that there is a 1986 Shopping Center Easement Agreement. Town Staff is requesting authorization to seek conveyance of the fee title.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

MOTION TO AUTHORIZE Town Staff to seek conveyance by fee title for the portion of the property and authorize staff to offer as consideration the site work that has been proposed made by Commissioner Quarles. Seconded by Commissioner Goddard. Passed Unanimously.

AYES: Glenn, Goddard, Quarles, Richardson, Pennant

NAYES: None

Mayor Pennant opened the floor for a delegation comment:

Norma Fox, 82 Juniper, Dundee, expressed concerns of the speeding throughout the Town and the State.

REPORTS FROM OFFICERS

Dundee Fire Department- Chief Carbone gave a report of the current statistics which are looking lower than last year.

Town Attorney- Stated his thanks and how grateful he is to represent the Town and wished everyone Happy Holidays.

Town Manager- Thanked Town Staff, citizens, and businesses for their participation in the parade. Saturday, December 17th will be Movie with Santa. This is the last Town Commission meeting for 2022. Thanked Ms. Washington for her attendance.

Commissioner Goddard thanked all in attendance, the PCSO, the Town Attorney, and Town Staff. All the hard work on the Holiday events.

Commissioner Glenn welcomed new Lieutenant. Thanked Staff for all the hard work on the Holiday decorations and events. would like to see the holiday decorations extended a little further. Suggested a snow machine at Town Hall or the Community Center. Look into some food trucks to be along the parade route next year. Can we request that Town businesses stay open later the night of the parade.

Commissioner Quarles thanked staff for the holiday events and decorations. Thanked all in attendance. Requested a daytime parade. Requested speed bumps down MLK considering it is now being used to access the Winn Dixie Plaza.

Vice Mayor Richardson recently had a productive meeting with Representative Sam Killebrew. Thanked the Staff, Commission, Residents for their attendance. Requested that the speed trailer be moved around. Requested that the Vice Mayor appointment come with new business cards, name badge, and shirts.

Mayor Pennant responded that the Vice Mayor position is ceremonial and does not come with additional stipends.

Mayor Pennant was glad to see the Residents of Dell Lake Village and thankful for their concerns of Dell Lake. Determined that the Town will begin to maintain the Lake. Thanked the Staff and Commission for their hard work this year. The Town will be getting new Christmas lights down to US 27 and light banners that will reflect the upcoming Centennial celebration.

ADJOURNMENT at 8:28 pm.

Respectfully Submitted,


Jenn Garcia, Town Clerk